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State of California  
Department of Housing and Community Development



**EMERGENCY HOUSING AND ASSISTANCE  
PROGRAM  
CAPITAL DEVELOPMENT (EHAPCD)  
2003-2004 FUNDING ROUND  
General Information Presentation**



# EHAPCD General Information Presentation

## Introduction (Page 1 of NOFA)

- HCD's EHAP is requesting applications for forgivable Capital Development Deferred loans
- For Emergency Shelters and Transitional Housing
- \$31 million available statewide
- Submit applications directly to EHAPCD
- If project site located in county with Designated Local Board, contact them for local priorities.

# EHAPCD General Information Presentation

(Page 1 of NOFA continued)

\$195 Million for the next 6 fiscal years  
Began 2002/2003

Approximately 60 new awards/year

Urban counties	80%	\$24,800,000.00
Non-urban counties*	20%	<u>\$6,200,000.00</u>
TOTAL 2003/2004		\$31,000,000.00

\*population = less than 200,000

# EHAPCD General Information Presentation

## County Designations (Page 15 of NOFA)

### URBAN COUNTIES

### NON-URBAN COUNTIES

Alameda	Riverside	Solano	Alpine	Lake	Shasta
Butte	Sacramento	Sonoma	Amador	Lassen	Sierra
Contra Costa	San Bernardino	Stanislaus	Calaveras	Madera	Siskiyou
Fresno	San Diego	Tulare	Colusa	Mariposa	Sutter
Kern	San Francisco	Ventura	Del Norte	Mendocino	Tehama
Los Angeles	San Joaquin		El Dorado	Modoc	Trinity
Marin	San Luis Obispo		Glenn	Mono	Tuolumne
Merced	San Mateo		Humboldt	Napa	Yolo
Monterey	Santa Barbara		Imperial	Nevada	Yuba
Orange	Santa Clara		Inyo	Plumas	
Placer	Santa Cruz		Kings	San Benito	

# EHAPCD General Information Presentation

## A. Authority (Page 1 of NOFA continued)



- ✓ Item 2240-105-0001, Provision 3 Budget Act, Statutes of 2000
- ✓ Health and Safety Code  
Section 53533 (a) (2) - (Bond Act of 2002)
- ✓ Health and Safety Code  
Section 50800-50806.5 (EHAP Legislation)
- ✓ EHAP Regulations (rev. 1995)- Title 25 of CA Code of Regulations, Sections 7950 – 7976

# EHAPCD General Information Presentation

## Definitions per (EHAP Regulation 7950)

### Transitional housing –

- Limits occupancy to 24 months
- offers at least 3 self-sufficiency development services with each client required to participate in at least one self-sufficiency development service
- Limits rents and service fees to ability-to-pay formula consistent w/HUD

# EHAPCD General Information Presentation

## Definitions (EHAP Regulation 7950)

Emergency Shelter -  
housing for homeless  
persons that is limited to  
occupancy of 6 months  
or less and for which no  
rent or fees are charged



# EHAPCD General Information Presentation

## **Applicant/Borrower Requirements**

- ✓ Be an agency of local government or non-profit corporation, with federal [501(C)(3)] and State tax exempt status
- ✓ Maintain compliance with requirements
- ✓ Have provided housing continuously throughout prior 12 months or throughout region's prior cold weather season



# EHAPCD General Information Presentation

## Applicants/Borrowers CANNOT:

- ✓ Require participation in any religious or philosophical ritual, service or rite
- ✓ Deny benefits on the basis of race, religion, age, sex, marital status, ethnicity, physical or mental disability, or any other arbitrary basis
- ✓ Provide housing in a structure that contains any substandard building conditions (H&SC 17920.3) and will comply with State and local construction, maintenance and occupancy standards

# EHAPCD General Information Presentation

## Emergency Shelter Applicants/Borrowers

### MUST:

- Establish rules for Client occupancy
- Post statement of maximum number of days Client can occupy the shelter



# **EHAPCD General Information Presentation**

## **Transitional Housing Applicants/Borrowers**

### **MUST:**

- Have a maximum occupancy of 2 years
- Offer clients minimum of 3 self-sufficiency services (e.g. job counseling, budgeting, tenant skills, landlord /tenant law, etc.)
- Require participation in minimum of 1 development service condition for housing
- Provide client referrals or placements to permanent housing

# EHAPCD General Information Presentation

## Serving Selected Populations with EHAP Funding

(Page 2 of NOFA)

*See Pages 76 -78 of the application for guidance if serving selected populations using EHAP funds*

- If serving selected populations answer questions on Pages 9-14 in the application.
- Contact EHAPCD if answers to any questions on these pages point to ineligibility. *Pre-reviews will be done by EHAPCD staff upon request.*

# **EHAPCD General Information Presentation**

## **EHAPCD General Information Presentation**

### **B. Eligible Applicants and Ineligible Use of Funds**

(Page 3 of NOFA)

**Loan funds may be used for establishing new projects, expanding existing facilities, or bringing existing facilities up to code.**

#### **Eligible CD Activities:**

- ✓ New construction
- ✓ Acquisition of an existing facility
- ✓ Land Acquisition with Rehabilitation
- ✓ Rehabilitation
- ✓ Administrative costs up to 5% of total loan amount

# EHAPCD General Information Presentation

## **B. Eligible Use of Funds** (Page 3 of NOFA continued)

### Site Acquisition

- Purchasing land and improvements;
- purchasing/moving an existing structure (including modular /manufactured buildings) to the site;
- necessary architectural engineering services, escrow, title and other standard costs

# EHAPCD General Information Presentation

## **Eligible Use of Funds** (Page 4 of NOFA continued)

### **Construction, Rehabilitation or Conversion**

- Materials, labor, local government fees, and architectural/engineering services;
- On site ADA Compliancy costs
- Major equipment purchase requiring building permits or is part of a large construction / rehabilitation contract

# EHAPCD General Information Presentation

## Site control (Page 3 of NOFA)

Required at the time of application for:

- All emergency shelters;
- All projects requiring rehabilitation in excess of \$20,000 per unit;
- Transitional housing projects and Safe Havens of 3 or more units;





# EHAPCD General Information Presentation

## **Site Control** (Page 3 of NOFA continued)

### Includes:

1. proof of ownership, (fee title), or
2. lease in land/improvements with a term that exceeds the EHAPCD continued use requirement for that project by at least 5 years or

# EHAPCD General Information Presentation

## **Site Control** (Page 3 of NOFA continued)

**For transitional housing with fewer than 3 units, or projects with less than \$20,000 per unit in rehabilitation expenses:**

- Site control is required no later than 6 months after the Standard Agreement execution date
- Funding for these projects is still subject to HCD approval of all acquisition costs, zoning, use permit, license, financing, repair cost and other contingencies necessary for the Standard Agreement compliance.

# EHAPCD General Information Presentation

## **Site Control** (Page 3 of NOFA continued)

### **3. A lease/purchase agreement:**

- with a closing date at least 3 months from the EHAPCD application date and
- the exclusive right to extend that closing date to a date acceptable to the Department

# **EHAPCD General Information Presentation**

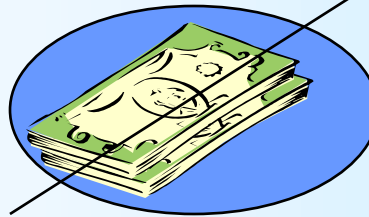
## **Ineligible Use of Funds** (Page 4 of NOFA continued)

### **(Section 7962 of EHAP Regulations)**

- Purchase of radios, TVs, recreational equipment or non-commercial grade appliances
- Costs not directly necessary for emergency shelter or transitional housing development ( off-site costs, assessments, nonessential on-site improvements e.g. walls, fencing, parking, landscaping, etc.)

# EHAPCD General Information Presentation

## Ineligible Use of Funds (Page 4 of NOFA continued)

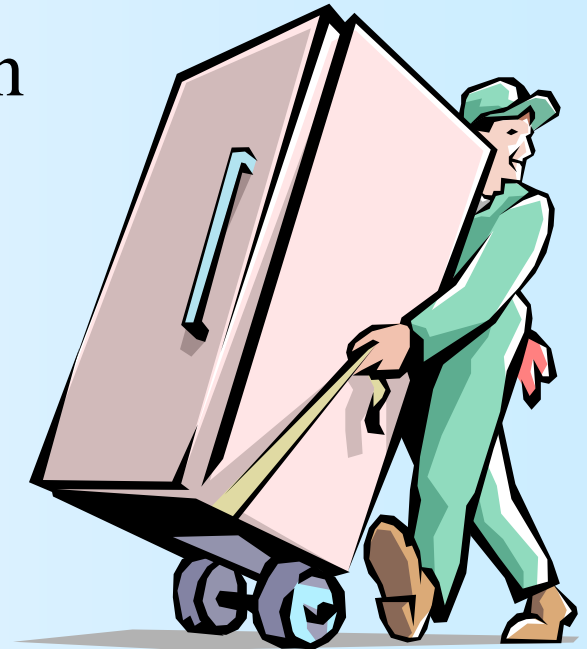


- ✓ Product development and staffing costs not associated with project development
- ✓ Occupancy fees for clients of emergency shelters
- ✓ Relocation Costs
- ✓ Any other activity determined by HCD to be ineligible, inefficient or ineffective based on the authority found in the Health and Safety Code Sections 50402, 50801.5, and 50806.5

# EHAPCD General Information Presentation

## **Ineligible Use of Funds** (Page 4 of NOFA continued)

- Temporary housing for children separated due to court or administrative order
- Activities that do not directly provide housing (e.g. day homeless service centers, food /food services, medical care, transportation, child care centers)



# EHAPCD General Information Presentation

## C. Maximum and Minimum Loan Amounts

(Page 4 of NOFA continued)

- ✓ \$1 million dollars (\$1,000,000) - Maximum loan amount per application
- ✓ Only 1 application per site / assessor's parcel number
- ✓ Organization Limit -\$1,000,000 per region (total \$ amount of applications submitted can't exceed this)
- ✓ Minimum loan amount - \$20,001



# EHAPCD General Information Presentation

## D. Loan Terms and Conditions (Page 4 of NOFA)

- ✓ 3 % accrued simple interest per annum
- ✓ Principal and interest deferred for life of loan
  - As long as project used as an emergency shelter or transitional housing
- ✓ Deed of Trust, Regulatory Agreement to be recorded against project property
- ✓ Upon successful completion of loan term, loan shall be forgiven





# **EHAPCD General Information Presentation**

## **Deferred Loan Terms** (Page 5 of NOFA)

<b>Activity</b>	<b>Loan Term</b>
Acquisition and/or new construction	10 years
Substantial rehabilitation or conversion ( > \$50,000)	7 years
Rehabilitation or conversion ( ≤ \$50,000)	5 years

# EHAPCD General Information Presentation

## **E. Match Requirement** (Page 5 of NOFA)



- ✓ EHAP Capital Development Deferred Loans do not require a match
- ✓ However, leveraging of funds is part of the EHAPCD rating criteria for Applicant Capability

# EHAPCD General Information Presentation

## F. Rent Requirements (Page 5 of NOFA)

Emergency shelter cannot charge rent

- May accept vouchers but beds cannot be reserved beyond sundown

Transitional housing -Rent no more than 30% of adjusted family income (Section 7959 (k) and (l))

- Reserve min. of 10% of rent to assist in moving clients to permanent housing
  - Account \$s separately
  - Use unused \$s (1 yr.+) to assist another client to move to permanent housing

# EHAPCD General Information Presentation

## G. Relocation Requirements (Page 5 of NOFA)



- ✓ Triggered when permanent or temporary displacement of residential or commercial tenants occurs as a result of State funding
  - Federal funds may trigger federal relocation requirements
  - EHAP funds cannot be used for relocation expenses
  - Project sponsor solely responsible - Shall agree to indemnify and hold HCD harmless
- ✓ On an occupied site, a Relocation Plan should be started when the applicant knows they will be applying for EHAPCD funds.
- ✓ Relocation Plan part of EHAPCD application and costs must be included in the project budget

# EHAPCD General Information Presentation

## H. Appraisal Requirements (Page 6 of NOFA)

- Written appraisal from State certified appraiser with experience appraising comparable properties
- Must show replacement value before (and after, when applicable,) construction or substantial rehabilitation
- Appraised value must be at least amount of EHAPCD loan plus any senior debt
- Required as condition of EHAPCD loan closing
- Subject to HCD's acceptance



# EHAPCD General Information Presentation

## H. Appraisal Requirements (Page 6 of NOFA continued)

- A Brokers Pricing Opinion (BPO) can be submitted with application if appraisal is forthcoming
- Rehab. < \$50,000 of single-family units – can submit comparables from two R.E. brokers in lieu of appraisal at time of application
- Lease comparables from R.E. broker required for leased properties in lieu of appraisal

# EHAPCD General Information Presentation

## I. Environmental Requirements (Page 6 of NOFA)

EHAPCD Applications must demonstrate that site is or will be free from severe adverse environmental conditions.

- ✓ Costs to remedy environmental issues must be part of the project's Development budget
- ✓ Environmental Clearance required prior EHAPCD Loan Closing



# **EHAPCD General Information Presentation**

## **I. Environmental Requirements**

\_(Page 4 of NOFA continued)

New Construction: Phase I Report and compliance with recommendations required prior to EHAPCD loan closing

Rehabilitation: Asbestos and Lead-Based Paint Report, and compliance with any findings required (or budget to resolve) prior to EHAPCD loan closing



# EHAPCD General Information Presentation

## J. Construction Requirements (Page 6 of NOFA)

### SHALLS



- ✓ Ensure work performed competently, professionally at lowest reasonable cost
- ✓ Bid solicitation with industry consistent response time required
- ✓ AIA Standard Construction Contract and Addendum required
- ✓ State – licensed contractor who can provide performance bond
- ✓ Construction contract submitted to HCD for acceptance prior to execution

# **EHAPCD General Information Presentation**

## **Construction Commencement**

- The Department strongly urges applicants not to begin construction prior to the opening of escrow and recording of the EHAPCD loan, as it will breach lien requirements that will result in extended escrow periods and additional title fees.
- Borrower will have 12 months from the date the Standard Agreement is executed to commence a project or the Agreement may be terminated and the funds reallocated.
- Commencement is defined as acquisition of the project property or obtaining of a building permit for the development activities.
- The Department, upon written request, updated project schedule and acceptable justification may extend the commencement period up to an additional 12 months to assure its successful completion.

# **EHAPCD General Information Presentation**

## **J. Construction Requirements** (Page 6 of NOFA continued)

### **Construction contract must:**

Contain all understandings, covenants, conditions and representations between parties

- ✓ Specify total contract price consistent with HCD approved project budget.
  - Proposed Sources and Uses of funds must be specific
  - Detailed preliminary cost estimates developed by a licensed architect or contractor must be submitted with the application
- ✓ State Prevailing Wage Applies (continue for exceptions)

**EHAPCD staff will review construction plans, specifications and contract for acceptance to assure that the application is represented therein.**

# **EHAPCD General Information Presentation**

## **J. Construction Requirements** (Page 6 of NOFA continued)

### **State Prevailing Wage**

(State Labor Code Section 1720)

- ✓ Payment of State prevailing wage required for construction work, including but not limited to rehabilitation, alteration, demolition, installation or repair (See next 2 slides for exceptions.)
- ✓ Prior to disbursement of EHAPCD funds, the Department will require a certification that prevailing wages have been paid

# EHAPCD General Information Presentation

## **J. Construction Requirements** (Page 6 of NOFA continued)

### **Exceptions to State Prevailing Wage**

(1) Emergency shelter and transitional housing projects are not subject to prevailing wage requirements if:

- ✓ rehabilitation, new construction, or expansion project and:
- ✓ to be developed & operated by a non-profit and:
- ✓ at least 50% of the total project costs are acquired from non-public sources.
  - “total project costs” include the value of donated labor, materials, architectural/engineering services
  - “total project costs” do not include the value of real property that is transferred or leased

# **EHAPCD General Information Presentation**

## **J. Construction Requirements** (Page 6 of NOFA continued)

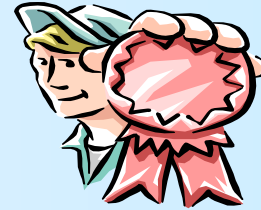
### **Exceptions to State Prevailing Wage**

(2) Emergency Shelter and Transitional Housing Projects are not subject to prevailing wage requirements if:

- ✓ Rehabilitation or expansion project
- ✓ Facility operated by a nonprofit
- ✓ Total project cost less than \$25,000

# EHAPCD General Information Presentation

## **K. Awards Process** ( Page 8 of NOFA)



- ✓ Award letter (conditional loan commitment) issued for each awardee
- ✓ Standard Agreement between HCD and borrower
  - Subject to conditions that must be satisfied prior to EHAP CD escrow processing
- ✓ 12 months from Agreement execution date to start construction
- ✓ HCD may extend period no more than 12 additional months, if essential to successful completion
  - Agreement may be terminated and funds reallocated

# **EHAPCD General Information Presentation**

## **L. Escrow Process and Loan Documents**

(Page 8 of NOFA)

- ✓ EHAPCD requires third party escrow
  - Preliminary Title Report dated less than 60 days from anticipated date for close of escrow
  - HCD accepted construction contract including construction draw down schedule
  - Funding commitments for all EHAPCD project expenses
  - Must satisfy all General Disbursement conditions before opening escrow
- ✓ All parties should review EHAPCD loan documents

***Refer to EHAPCD Escrow and Disbursement Documents Table on Page 18 of the NOFA***



# EHAPCD General Information Presentation

## L. Escrow Process and Loan Documents

(Page 8 of NOFA continued)

### Leased Properties

If funds are to be used for activities on lease held property:

- Require lease period at closing at least equal to the maximum applicable development activity loan term (5, 7 or 10 years) plus 5 years
- Lease must be accepted by the Department and recorded
- Deed of Trust must be executed by Landlord or Landlord must agree to execute and record Lease Rider and Estoppel Agreement

# EHAPCD General Information Presentation

## II.A. Application Packaging and Submittal

(Page 8 of NOFA)

- ✓ Submit one complete original and one complete copy of the application for each project site to the address noted in the NOFA
- ✓ Must be received by 4:00 p.m. February 26, 2004 deadline stated in the EHAPCD NOFA
- ✓ Contains Certification of Application Information

# EHAPCD General Information Presentation

## One Site Per Application (Page 8 of NOFA)

Per EHAP Regulations Section 7950



- ✓ “Site” means a given parcel or contiguous parcel(s) of land, generally distinguished by a tax assessor’s parcel number(s), developed or to be developed with emergency shelter and/or transitional housing

# **EHAPCD General Information Presentation**

## **A. Application Packaging and Submittal**

(Page 10 of NOFA)

- ✓ Submit a complete application, including all required appendices and attachments
- ✓ Use the Capital Development Application Checklist on Pages 2 and 3 of the EHAPCD application
- ✓ Put in a three ring binder with tabbed Sections I, II, III, IV or V

# **EHAPCD General Information Presentation**

## **A. Application Packaging and Submittal**

(Page 10 of NOFA continued)

### **A Complete Application Contains:**

- ✓ Authorizing Resolution
  - By governing Board of Directors
- ✓ Completed application and all required attachments and information requested in NOFA
- ✓ Any other information HCD will require to determine eligibility of applicant and proposed activities
  - To enable HCD to effectively evaluate or rate and rank
  - To confirm that you are capable of successfully completing all activities

# EHAPCD General Information Presentation

(Page 9 of NOFA)

## DUE DATE FOR CAPITAL DEVELOPMENT APPLICATIONS

EHAPCD Applications Due: February 26, 2004

Deliver Application Packages to:

Department of Housing and Community Development

Division of Community Affairs

Emergency Housing and Assistance Program



1800 Third Street, Room 390

Sacramento, CA 95814

# EHAPCD General Information Presentation

(Page 9 of the NOFA)

Application forms are available  
on the EHAPCD web page



[www.hcd.ca.gov/ca/ehap/ehap-capdev.html](http://www.hcd.ca.gov/ca/ehap/ehap-capdev.html)

Note: formatting the documents will be your responsibility

Please do not change the page numbering  
(Appendices and Attachments of several pages should be placed where designed and numbered with the outlined page number plus a, b, ...)

# EHAPCD General Information Presentation

## A. Application Packaging and Submittal

(Page 9 of NOFA)



To confirm receipt of your application

- ✓ Hand-deliver and ask EHAPCD for a receipt;
- ✓ Mail it certified with return receipt requested; **OR**
- ✓ Email Barbara Stolk at [BStolk@hcd.ca.gov](mailto:BStolk@hcd.ca.gov) on or after March 4, 2004 to confirm receipt.



# EHAPCD General Information Presentation

## B. Timetable (Page 9 of NOFA)

TIMETABLE FOR APPLICATIONS, WORKSHOPS AND AWARDS	ACTIVITY DATE
Statewide NOFA issued:	October 31, 2003
Workshops	Jan. 7, 9, 15, 2004
Statewide Applications Due	February 26, 2004
Notification of Proposed Awards / Award Notification	estimate: June 4, 2004
Agreements Mailed	est. June 24, 2004
Effective date of Agreements	est. August 5, 2004

# EHAPCD General Information Presentation

## D. Application Preparation (Page 10 of NOFA)

### 1. Start early

- ✓ Time for local reviews, revisions and approvals of resolution
- ✓ Resolution must be dated after October 31, 2003 and on or before February 26, 2004
  - Name of applicant must be the same on Resolution, Articles of Incorporation and By-Laws. EHAPCD staff confirms corporate name and status with the Secretary of States office.



# **EHAPCD General Information Presentation**

## **D. Application Preparation** (Page 10 continued)



- 2) Read and become familiar with Statutes and Regulations
  - ✓ **Provision 3 Item 2240-105-0001 Budget Act of 2000**
  - ✓ **Health and Safety Code Section 53533 (a) (2)**
  - ✓ **Health and Safety Code Sections 50800-50806**
  - ✓ **Title 25 of CA Code of Regulations  
Sections 7950 – 7965**

**Note: Sections 7959-7962 cover eligibility**

# EHAPCD General Information Presentation

## **D. Application Preparation** (Page 10 of NOFA continued)

- 3) Use the “Application Checklist” to keep the forms in order and to assure submittal of all necessary items.



- 4) Use and include spreadsheets to record verifiable calculations
- 5) Review completed application (yourself and another person)
  - ✓ Clearly and concisely responds to questions
  - ✓ Assembled as instructed

# EHAPCD General Information Presentation

## STAFF CONTACT LIST (Page 19 of NOFA)

HOMELESS PROGRAM	CONTACT INFO.
EHAPCD PROGRAM FAX / EMAIL	(916) 323-6016 <a href="mailto:homeless@hcd.ca.gov">homeless@hcd.ca.gov</a>
Pamela Dyer, EHAP Representative	(916) 327-2130 <a href="mailto:pdyer@hcd.ca.gov">pdyer@hcd.ca.gov</a>
Arthur Hickey, EHAPCD Representative	(916) 324-9333 <a href="mailto:ahickey@hcd.ca.gov">ahickey@hcd.ca.gov</a>
Michele Rose, EHAPCD Representative	(916) 327-3634 <a href="mailto:mrose@hcd.ca.gov">mrose@hcd.ca.gov</a>
Allen Prosio, EHAPCD Representative	(916) 323-2178 <a href="mailto:aprozio@hcd.ca.gov">aprozio@hcd.ca.gov</a>
Dan Apodaca, EHAPCD Representative	(916) 323-2180 <a href="mailto:dapodaca@hcd.ca.gov">dapodaca@hcd.ca.gov</a>

# EHAPCD General Information Presentation

## **F. Award Selection Criteria** (Page 10 of NOFA)

1. Eligibility of applicant and proposed activities pursuant to EHAP Regulations Sections 7959-7962
2. Site Control is obtained and documented
3. Application received on time
4. Application contains the required contents

# EHAPCD General Information Presentation

## **Required Application Contents** (Page 10 of NOFA)

- a) Completed Application Checklist (both pages)
- b) The Signed Certification
- c) The Completed Application Summary form
- d) All Narrative Sections
  - I Applicant Capability (Application Page 22)**
  - II Impact and Effectiveness (Application Page 60)**
  - III Cost Efficiency (Application Page 65)**
  - IV Local Priorities (DLB Counties) (Page 71) OR**
  - V Statewide Priorities (Application Page 72)**

# EHAPCD General Information Presentation

## **Completeness Threshold Score** (Page 11 of NOFA)

New requirement:

EHAPCD Applications must obtain a Completeness Threshold Score of at least 60 points out of 100 in order to have their application rated and ranked

Applications that do not achieve this score will be declared ineligible for funding



# EHAPCD General Information Presentation

## **Completeness Threshold Score** (Page 11 of NOFA)

Completeness Threshold Score will be calculated as follows: (Must get 60 points out of 100)

<u>Document</u>	<u>Points</u>	<u>Document</u>	<u>Points</u>
Appendices A-K	15	Attachment K	5
Attachment A	10	Attachment L	5
Attachment C	10	Attachment O	10
Attachment E	5	Attachment Q	5
Attachment H	5	Attachment R	10
Attachment J	10	Attachment S	10

# EHAPCD General Information Presentation

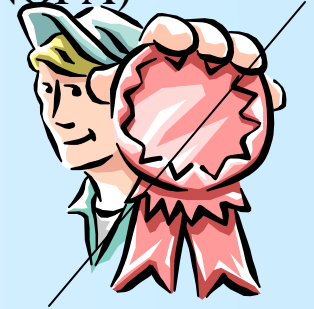
## Completing the Application (Page 11 of NOFA)

- ✓ Make sure that you provide sufficient information to allow EHAPCD to evaluate your project
  - For each rating category
  - Attach additional documentation
    - **As needed to clarify any rating factors**
  - Incomplete applications may be disqualified which will result in rejection.



# EHAPCD General Information Presentation

## **Incomplete Applications** (Page 11 of NOFA)



- ✓ Incomplete applications may be disqualified
  - **Missing documents that affect both threshold and competitiveness may be solicited for threshold purposes only and may receive less competitive scores.**
  - **EHAPCD staff will attempt to clarify unclear documents and/or statements by calling the “contact person” listed in your Application Summary Form.**

# EHAPCD General Information Presentation

## **Rating and Ranking Criteria** (Pages 11-13 of NOFA)



Rating Category	Maximum Points
I. Applicant Capability	300 (Threshold Score: 100)
II. Impact and Effectiveness	300
III. Cost Efficiency	250
IV./V. Local or Statewide Priorities	<u>150</u>
TOTAL	1,000

# **EHAPCD General Information Presentation**

## **Rating and Ranking Criteria** (Pages 11-12 of NOFA)

### **I. Applicant Capability - 300 points (must score at least 100 points in this category)**

**“The applicant and development Team’s capability of achieving the activities and results proposed in the application” based on an analysis of:**

**A. Project Site Description**

**B. Project Timeline**

**C. Development Feasibility**

**1. Subsidy Comparison**

**2. Leveraging Comparison**

**3. Project Readiness**

**(a) Subsidy Comparison**

**(b) Leveraging Comparison**

**(c) Project Readiness**

# EHAPCD General Information Presentation

## **Rating and Ranking Criteria -Applicant Capability** (Page 12 of NOFA)

### d. Development Team Capacity

- (1) Developer's Experience Base
- (2) Project Owner's Experience Base
  - (a) Successful Housing Program Experience
  - (b) Fund Raising and Resource Development
  - (c) Stability and Solvency

# EHAPCD General Information Presentation

## **Rating and Ranking Criteria -Applicant** **Capability** (Page 12 of NOFA continued)

### Development Team Capacity

- (3) Property Management's Experience Base
- (4) Architect's Experience Base



# EHAPCD General Information Presentation

## **Rating and Ranking Criteria** (Page 12 of NOFA)

### II. Impact and Effectiveness – 300 points

“The impact and effectiveness of the applicant’s operations and supportive services” based on:

- a. Client Capacity Increase
- b. Operations and Supportive Services: Existing and Planned
- c. Extent Proposed Project Addresses Community Needs



# EHAPCD General Information Presentation

## **Rating and Ranking Criteria** (Page 12 of NOFA)

### **III. Cost Efficiency – 250 points**

“The cost efficiency of the proposed use of loan funds providing client housing” based on the:



- A. Need for EHAPCD funds
- B. Operations/Capacity Cost Analysis (*from Appendices and Attachments, then compared to historical applicant pool*)

# EHAPCD General Information Presentation

## **Rating and Ranking Criteria - Cost Efficiency**

(Page 12 of NOFA)

### c. Design

- (1) Site location
- (2) Compatibility with Neighborhood
- (3) Fundamental Design Analysis

### d. Special Design Features



# EHAPCD General Information Presentation

## Rating and Ranking Criteria (Pages 12-13 of NOFA)

### IV. OR V.

#### Local or Statewide Priorities – 150 points

- ✓ Per Health and Safety Section 50802.5 (h) EHAPCD will:  
incorporate priorities established by the designated local boards and their input as to the relative merits of submitted application from within the designated local board's county in relation to those priorities

# EHAPCD General Information Presentation

## Rating and Ranking Criteria (Pages 12-13 of NOFA)

### IV. Local Priorities – 150 points



- ✓ For DLB county projects, the priority information submitted by you in Section IV of the application will be forwarded by EHAPCD to the appropriate DLB for rating and ranking.
- ✓ Within a DLB no two applicants may be in the same rank. DLB scores will be mathematically converted to the 150 point scale and added to EHAPCD's criteria score (I, II, III) and totaled.

e.g.:  $280 + 250 + 125 + 125$  (DLB's Section IV score)  
= 780 of 1,000 maximum points

# EHAPCD General Information Presentation

## **Rating and Ranking Criteria** (Page 13 of NOFA)

**OR**

### V. Statewide Priorities – 150 points

- For DLB regions electing not to participate in setting their own local priorities and counties without DLBs, applicants will submit the documented evidence requested in the Statewide Priority Setting System located on Page 72 of the application package

# EHAPCD General Information Presentation

## **Rating and Ranking Criteria** (Page 13 of NOFA)

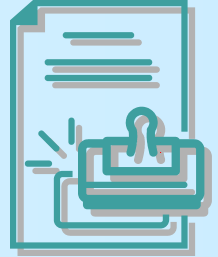
### **V. Statewide Priorities – 150 points**

- Applicants submit priority determination material in Section V. using format beginning on Page 73 of the application
  - Section V. will be ranked by EHAPCD staff
  - 150 points maximum
  - No two statewide applicants may be in the same rank
- This Section's score will be added to scores received for Sections I-III and then totaled. Total possible score =1,000*

# EHAPCD General Information Presentation

## G. Standard Agreement Information

(Page 13 of NOFA)



### When preparing/certifying the application:

- ✓ Remember that the application will be an incorporated part of the Agreement
- ✓ Accurately state the project, process, budget and results

**Once application is approved, changes to an application (including project use and EHAPCD funding changes) must be in writing to the Department**

- Subject to review and written acceptance by HCD
- Change requests not often granted in competitive process

# EHAPCD General Information Presentation

## **G. Standard Agreement and Disbursement Information** (Page 13 of NOFA)

Standard Agreements → Within 30 days of Award Letters

- ✓ Agreement effective within no more than 15 days from HCD's receipt of 5 signed copies of Standard Agreement
- ✓ HCD will review, accept and execute the Standard Agreement and return the borrower's executed copy



# EHAPCD General Information Presentation

## G. Standard Agreement and Disbursement Information (Page 13 of NOFA continued)



### ✓ Loan funds can be issued

- For costs incurred after the effective date of the Agreement (stamped in lower right-hand corner)
- After HCD's removal of general and special disbursement conditions
- Through a third party escrow when security documents are recorded
- **Use the Request for Disbursement (RFD) forms available on EHAPCD web page**

# EHAPCD General Information Presentation

## H. Applicant Appeal Process (Page 14 of NOFA)

**EHAPCD staff will be available to explain applicant scores and give technical assistance for future funding rounds.**

- ✓ You are entitled to appeal Loan selection criteria
- ✓ HCD must receive written appeal within ten days of HCD's Notification of Proposed Awards including the rating and ranking table:

**Provide organization's name, address and telephone number**

**Clearly describe disputed activity**

**Clearly describe why disputing activity**

**State the remedy you seek**



- ✓ HCD shall issue a determination in writing with a within 21 days of receipt of written appeal petition

# EHAPCD General Information Presentation

## G. Applicant Appeal Process (Page 14 of NOFA continued)

- ✓ Each HCD determination will clearly state findings upon which it is based.
- ✓ After conclusion of appeal process, final award letters will be issued.



# EHAPCD General Information Presentation

## G. Applicant Appeal Process (Page 14 of NOFA continued)

Department of Housing and Community Development

Division of Community Affairs

Emergency Housing and Assistance Program (MS 390-4)

Mail Appeal Petition to: P.O. Box 952054

Sacramento, CA 94252-2054

Deliver Appeal to: 1800 Third Street, Room 390

Sacramento, CA 95814

Fax Appeal to: EHAP Manager

(916) 323-6016

Original petition must be received within 7 days of the faxed request